

Questionnaire on the incident you are complaining about.

Issue: Unequal Treatment: Education

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Telephone No. _____ Specify if you can receive calls while at work.

Yes _____ No _____ Work Telephone No. _____

Name of School your Complaint is against.

Name _____

Address _____ City _____

State _____ County _____ Zip Code _____

Number of Students at the school _____

Name and address of person who will know how to contact you and who does not reside in your home.

Name _____

Address _____

Telephone _____

To avoid rewriting your answers, please read this short questionnaire from beginning to end before filling out your answers to individual questions. Please answer every applicable question as fully as possible. This document will NOT be given to your employer.

It is your responsibility to notify this agency of a change of address or times of unavailability. Failure to notify may result in dismissal of the matter.

1. A. Which of the following do you feel was the reason for your unequal treatment? race, color, religious creed, ancestry, age (40 to 70 in employment only), sex, national origin, non-job related handicap or disability, or general education development certificate.

- B. If it was because of your race, color, religious creed, ancestry, age (40 to 70)

2. What type of courses are you presently taking?

3. How long have you been taking this course?

4. Name of course instructor.

5. List for us every other person who is taking the same course and providing similar work but receiving a different grade.

6. Provide copies of relevant graded test from relevant course instructor.

7. Provide any documents, or other factors that support your position.

8. Are there other factors or considerations, (for example, extra credit), that are considered in determining the grading scale of your class? Explain.

9. Concerning your present course work, have you ever received an award, special compliment, oral or written or commendation for your performance? If so, tell us about it.

10. Specify what reprimands, warnings, probations, disciplines you received while in your present class. If such disciplines were in writing, please attach copies.

11. Is there a grading chart/scale or other document which tells us how each student is to be graded? _____ (Yes or No). Please submit a copy.

12. Did you talk to any school official, including your teacher, about you receiving lower grades. _____ (Yes or No). If you did, tell us the name and title of each person you talked to, when you talked to each person and what you and the person said. BE SURE TO TELL US WHAT REASONS WERE GIVEN YOU TO EXPLAIN YOUR GRADES.

Signature

Date